Multi agency Process Guidance:

Supporting Young People aged 16 or 17 years old who are at risk of homelessness

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1. Sign up

The signatories below represent agencies involved in the development of this process guidance and share a commitment to its implementation and review.

Nottingham City Council		
Gary Harvey Head of Housing Solutions Chair of Homelessness Prevention Strategy Implementation Group	Tracey Nurse Head of Child Protection	Tajinder Madahar Acting Head of Extensive and Specialist Services
Nottingham Nightstop		framework – opening doors to homeless and vulnerable people
Ruth Bolton Project Manager Nottingham Nightstop		Andrew Redfern Chief Executive Framework
BASE 51		HLG
Janet Lewis Chief Executive Base 51		Bea Giaquinto Chief Executive HLG
Youth Offending Team		Notts Housing Advice
Shelley Nicholls Service Manager Youth Offending Team		Sharon Batey Manager Notts Housing Advice

2. Introduction

2.1 Being homeless at any age is a traumatic experience, but young people aged 16-17 who have been told to leave home face a frightening time trying to access safe support. The best place for most young people is at home and most young people and families can resolve their difficulties with help. In exceptional situations this is not possible and this guidance seeks to clarify what young people (and those services working with young people to support them) can expect if they make contact with Nottingham City Council (NCC).

2.2 Nottingham City Council recognises and accepts that it has a corporate responsibility towards young people with regard to housing and homelessness issues and, through the joint protocol (*Nottingham City Council Joint Protocol for Children and Young People in Need of Housing*), aims to provide an effective joint working approach to ensure the delivery of services meets local demand (within available resources).

2.3 Nottingham City Council has a commitment in accordance with the spirit of the Southwark ruling that any 16 or 17 year old presenting as homeless will be given a package of support regardless of the outcome of their Child in Need assessment.

2.4 The main concern of Nottingham City Council and partners is that the young person gets the right support at the right time. A good quality assessment is essential to identify the right support, advice and housing to improve the outcomes for young people.

2.5 Outside of the parameters of Safeguarding duties, Nottingham City Council and partners positively accede that the decision to help design as well as the choice to accept and engage with any package of support, is ultimately that of the young person.

2.6 This additional guidance has been developed by a multiple partnership of statutory and non-statutory services to set out clearly the processes that take place in response to a young person aged 16 or 17 who may present as homeless.

2.7 Nottingham City Council Childrens Services and Housing Aid have agreed who will assess and respond to applications from homeless young people in a range of situations to ensure that they work effectively and young people know who is helping them.

3. Referrals

This section is to be read in conjunction with the process diagram on page 13 of this guidance.

3.1 When 16 and 17 year olds present as homeless to a non-statutory agency a Referral form (**appendix a**) should be completed with the young person.

3.2 The completed Referral form will be used for referrals between agencies during the process in an aim to assist prevention of duplicate assessment where possible. The consent section of the form should be used to ensure the referral agency can receive updates about the young person. Agencies should make it clear to the young person that they do not have to give their consent for NCC to feedback to the referring agency if

they don't want to and the referral can still be made without the consent being given. The referring agency must stress to the young person the importance of providing contact details which Childrens Services are able to reach them on.

3.3 The agency should (as far as appropriate) establish homelessness, risk assess a return home on a temporary or permanent basis and begin to look for other immediate or future housing options with friends and family members (or via Nottingham Nightstop). The agency can contact Childrens Services to check that a placement with specific people is safe.

3.4 The agency may determine one of the following three situations:

- That the young person is not homeless and can return home but that there may be a future risk of homelessness or precarious housing choices if support is not offered
- That parents are saying the young person can return home but the young person feels that they cannot
- That parents are telling services the young person can return home but are telling the young person they cannot

3.5 The agency should at first establish whether the young person is an open case to Childrens Services. This should be via a telephone call to Children and Families Direct on (0115) 8764800.

3.6 If the young person is already an open case to Children's Services then the allocated social worker will need to be contacted by the referring agency. If the social worker is not available then the team duty Social Worker or Team Manager for that team will need to arrange for consideration of the new and additional information and deal with any homelessness issue for that young person. If there are circumstances where this process is problematic, the escalation process should be used (see 7.1) and the details should be discussed at the monthly meetings (see 6.1).

3.7 If the young person is not already known to Childrens Services and in the circumstances outlined in 2.4, consideration should be given to whether a referral to the Local Access Panel (LAP) may be more appropriate for the young person to receive support within a Common Assessment Framework (CAF) arrangement from the Targeted Family Support Team (TFST) (further details under *4. Support arrangements*). If the referring agency does not feel it is appropriate for them to make this decision, they can contact Childrens and Families Direct for advice.

3.8 Agencies should be aware that if they choose to make a referral to the TFST via the LAP (as an alternative to a referral to Children and Families Direct for a CiN assessment), the case will not be considered until the next panel which happen once a week on a Tuesday

3.9 The agency should make a referral to Childrens and Families Direct, when:

- the young person is considered by them to be homeless
- the young person is not known to Childrens Services or is a closed case to Childrens Services
- a referral to LAP is not considered appropriate (this can be determined on the advice of Children and Families Direct if needed)

3.10 The referral should be made by a telephone call accompanied by an email containing the completed Referral form. Where possible, an assessment appointment will be booked at the time of the telephone referral and the details given to the referring worker. In addition, Children and Families Direct will send a referral acknowledgement email / letter to the referring agency. This letter will confirm details of any assessment appointment made.

3.11 Children and Families Direct will establish full details and circumstances and if they confirm that the young person is aged 16 or 17 and at risk of homelessness then the case will be passed to the Duty and Screening Team to complete an assessment of need (to include their wishes). The purpose of this assessment is to determine whether the young person is;

1. Homeless
2. Under 18
3. Resident in Nottingham
4. A Child in Need (CiN)

3.12 The assessment will be completed by a social worker in Duty and Screening. The TFST social worker based in Duty and Screening will be available for consultation on the assessment. The assessment will be completed within the target of 48 hours but will happen on the day of the referral if the young person is at risk of being homeless that night.

3.13 If a young person presents as homeless in the first instance to Housing Aid, the exact same process will be followed. If Childrens Services determine that the young person is not a CiN but is homeless (as in Scenario's 3 and 4 below), Housing Aid will follow their assessment processes in accordance with homelessness legislation[1] and the Homelessness Prevention Strategy.

3.14 If a referring agency decides not to follow the process guidance and chooses to refer a young person directly to Housing Aid, the process as outlined in this guidance will start from the beginning regardless (i.e. Housing Aid will make the referral to Childrens Services). It is unlikely that there should be circumstances where an agency is aware of this guidance but wishes to refer to Childrens Services and Housing Aid at the same time. This should be avoided to minimise complications.

3.15 If the young person is due to be released from a Youth Offending Institution, the above process should be followed 28 days in advance of the release date and Section B. of the referral form should also be completed.

4. Assessments

This section is to be read in conjunction with the flowchart on pages 13 and 14 of this guidance.

4.1 A worker from the Duty and Screening Team will be allocated to undertake an assessment, establishing if the young person has an immediate housing need that day

[1] Housing Act 1996 Part VII and Homelessness Act 2002

or if a CiN assessment can be booked for a later date (but always within 48 hours). This may be the case if they have somewhere to stay that night. The assessment appointment for the young person can be booked by Duty and Screening Team via the referring agency if this is preferred.

4.2 The worker from the referring agency can accompany the young person to an assessment, if the young person wants this, to offer some continuity of support.

4.3 16 and 17 year olds who drop-in to Loxley House to present as homeless, will be seen in an appropriate environment. They will not be seen in the open reception area however, a private room may not always be available. A young person will not be refused an assessment or kept waiting for over an hour only because a private room is not available. A suitable alternative location to conduct the assessment within Loxley House will be sought. If there is no alternative option, the use of privacy pods based in the reception area will be considered.

4.4 A young person / referring agency can request that the CiN assessment take place at an alternative location more convenient to the young person (e.g. college). However, the circumstances for why they cannot attend Loxley House must be fully explained and a decision will be taken by Childrens Services which will be dependent on their judgement and service capacity at the time.

4.5 The worker will undertake the CiN assessment (CA1) to establish support needs and risks. If the young person is able to return home then this will be recommended, if any support needs are identified then a support package will be agreed, this may be through Children's Social Care or stepped down to Targeted Family Support Teams as above.

4.6 An assessment outcome letter will be sent via email to the referring agency. This letter will contain details about the assessment including an overview of the next steps in providing accommodation and / or support.

4.7 If the young person fails to attend an appointment for a scheduled assessment, the worker will make all possible attempts to contact the young person. However, if this doesn't result in a rescheduled and attended appointment then the case will be closed. Under these circumstances, an outcome letter will still be sent to the referring agency to advise them. The referring agency can then discuss this with the young person should they have further contact. Additionally, the details of the referral will be retained by Childrens Services to remove the need to repeat information on a re-referral.

4.8 **Scenario a.**

If the young person is assessed as a Child in Need (CiN) and is homeless that night then Childrens Services will identify appropriate accommodation and support and the young person <u>will</u> be accommodated. In this situation, Childrens Services will accept a responsibility for ensuring a young person is accommodated. However, they do not have to be the provider of accommodation. The type of accommodation provided will be determined by suitability and availability that day and Childrens Services may request that Housing Aid support them in the provision. If this is the case, the young person will

be expected to attend Housing Aid to complete the "overview assessment" for referral into supported accommodation[2].

4.9 **Scenario b.**
If the young person is assessed as a CiN and is threatened with homelessness but is not homeless that night[3] then Childrens Services will determine the most suitable accommodation option for the young person and make the arrangements for this to be provided as soon as possible. Childrens Services will determine and arrange the appropriate level of support required for the young person and update the referring agency with an outcome letter sent via email.

4.10 **Scenario c.**
If the young person is not a CiN but is homeless that night then a copy of the CiN assessment, alongside the original referral forms, will be emailed to Housing Aid. Housing Aid will complete their assessment and secure emergency accommodation pending availability in supported accommodation via the homelessness prevention gateway. Childrens Services will determine the appropriate level of ongoing support required for the young person and update the referring agency with an outcome letter sent via email.

4.11 **Scenario d.**
If the young person is not a CiN, is not homeless that night but is at risk of homelessness then a copy of the CIN assessment, alongside the original referral forms, will be emailed to Housing Aid who will complete an overview assessment and refer to supported accommodation via the homelessness prevention gateway. Childrens Services will determine the appropriate level of ongoing support required for the young person through Children's Social Care, TFST or other Universal or Targeted provision and update the referring agency with an outcome letter sent via email.

4.12 **Scenario e.**
If the young person is not a CiN, is not homeless and is not threatened with homelessness, the social worker will determine the appropriate support and will transfer to a long term social work team or make relevant referrals to TFST or other Universal provision. The support provider will fulfil the support plan and be responsible for updating authorities if the situation changes. The referring agency will be updated with an outcome letter sent via email.

5. Support arrangements

This section is to be read in conjunction with the process diagram on page 13 of this guidance.

5.1 If a young person has been accepted as a CiN, a referral will be immediately made to a 'social work' team for support and support will commence straight away. The Team Manager will allocate the case within their team and the required support will be provided. However, unfortunately there may be occasions where the case remains

[2] Note, the "overview assessment" is a detailed support needs assessment that must be completed by a Housing Aid Officer. It is different from the "contact assessment" which has already been incorporated into the *specified form* to avoid duplicate assessment

[3] For example, in a situation where the referring agency has assisted in securing somewhere for the young person to stay on a temporary basis.

unallocated to a specific social worker. In these circumstances, details of how the duty social worker can be contacted will be available to referring agencies.

5.2 Following a CiN assessment, if a referral has been made to a TFST, as an alternative to a referral to Childrens Social Care, then support under the Common Assessment Framework (CAF) is likely. The CAF will identify the role of other non-statutory agencies in supporting the young person (e.g. YPVA's if there are issues around domestic violence and abuse).

5.3 The TFST can work with young people and their families around mediation or other support needs. They will continue to work with the young person regardless of whether the family is engaged. The young person will be provided with written information about the TFST to help them understand who they are going to be supported by.

5.4 The referral to the TFST will happen immediately after assessment. The TFST will then determine how immediate the support is required and support will commence as soon as possible depending on the situation and urgency. This might be within 24 hours and will be no later than 7 days after receiving the referral.

6. Accommodation arrangements

6.1 Childrens Services may accept a duty to ensure that a young person is accommodated. However, they don't have to be (and the majority of the time, won't be) the providers of this accommodation. During the individual assessment of need and circumstance it will be determined which accommodation options are suitable and arrangements will be made with the relevant agencies to ensure that this accommodation is provided.

6.2 In an emergency situation it is likely that the accommodation will be arranged by Housing Aid (including use of hostels, emergency rooms and Nottingham Nightstop). If this is the case, the young person will be expected to attend Housing Aid to complete the "overview assessment" for referral into supported accommodation. Childrens Services may also make use of friends or relatives of the young person and foster care placements. There is agreement amongst partners that the use of B&B or hotel accommodation is undesirable and should never be used for a prolonged period of time. However, in an emergency situation where all alternative options have been exhausted and there is absolutely no alternative, there could be rare occasions where a hotel is used by Childrens Services overnight to prevent street homelessness.

6.3 Longer term accommodation arrangements will include placements with other relatives or supported accommodation via the homelessness prevention gateway where they can remain until they are aged 18. This will be provided alongside any appropriate support arranged via Childrens Services.

6.4 There will not be circumstances where the young person is supported to live independently.

7. Ongoing partnership arrangements

7.1 A regular monthly meeting has been agreed between Children's Services Duty and Screening Team, the Targeted Family Support Team, Housing Aid, the Youth Offending Team and Voluntary sector support agencies (represented by Base 51 and Framework and including Nottingham Nightstop). The purpose of the meeting is to discuss any cases of concerns and address any issues with the aim of improving the experiences for 16-17 year olds who are at risk of homelessness.

7.2 Greg Brooks (Team Manager, Childrens Services Duty and Screening) is chair of the monthly meetings. The scheduled meeting dates for 2015 are detailed in **appendix (b).**

7.3 Details of cases to be discussed at the meetings are to be circulated no less than one week in advance of the meetings. Base 51 / Framework are responsible for bringing cases from other voluntary sector agencies if they are unable to attend themselves.

8. Monitoring, governance and review

8.1 If there are instances where it is felt that Childrens Services have failed to follow the process as set out in the guidance, the issue should be escalated to the relevant team manager.

8.2 If the issue is regarding Children and Families Direct not accepting a referral or, if a referral acknowledgement email has not been received, Team manager – Colin Brooks is available at colin.brooks@nottinghamcity.gov.uk or on 0115 8764800.

8.3 If the issue is regarding an assessment outcome or, if an assessment outcome email has not been received, Team manager – Greg Brooks is available at greg.brooks@nottinghamcity.gov.uk or on 0115 8766360.

8.4 The monthly meeting group is responsible for:

- Responding to issues raised. However, where matters cannot be resolved in that meeting then they can be escalated to the Heads of Services in Extensive Services (Tajinder Madahar), Childrens Social Care (John Matravers) or Housing Aid (Gary Harvey).
- Identifying any emerging themes and reoccurring trends and finding ways to address these to find ways to improve working together.
- Giving feedback to the Homelessness Prevention Strategy Implementation Group (SIG) via rachael.shippam@nottinghamcity.gov.uk

8.5 The review of this *Process Guidance: Supporting Young People aged 16 or 17 year olds who are at risk of homelessness* will commence in July 2015.

8.6 The review of the *Nottingham City Council Joint Protocol for Children and Young People in Need of Housing* will commence in November 2015.

8.7 Further work is currently underway to identify housing champions for each team in Childrens Services and how their role will support this process.

9. Further information

9.1 To access the Nottingham Homelessness Prevention Strategy, please click here

9.2 To access the Nottingham City Council Children and Families webpages, please click here. To access Safeguarding guidance, please click here

9.3 To find out more about Base 51, please click here

9.4 To find out more about Nottingham Nightstop, please click here

9.5 To find out more about Framework, please click here

9.6 To find out more about Notts Housing Advice, please click here

9.7 To find out more about HLG, please click here

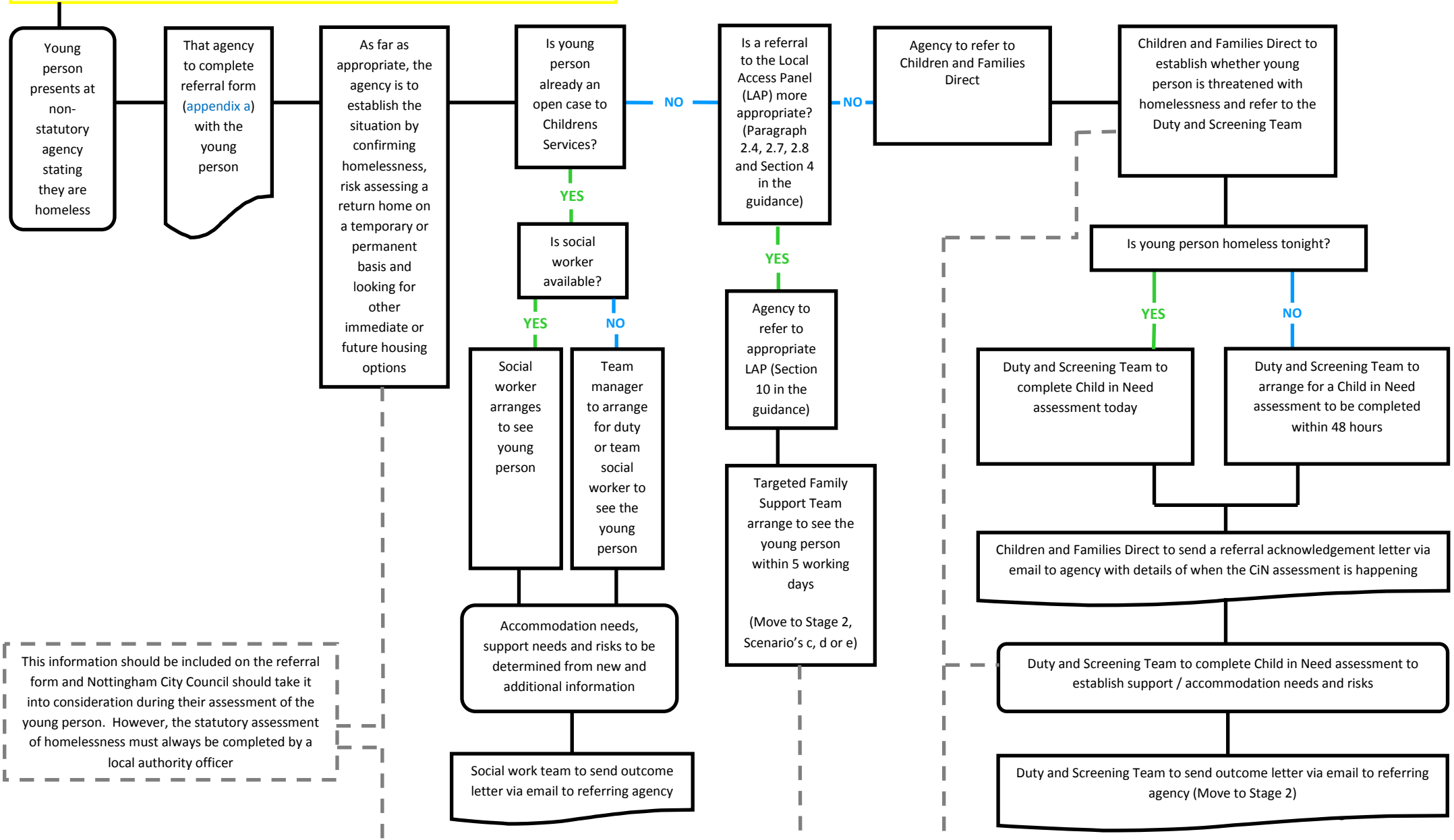
9.10 To find out more about the Youth Offending Team, please click here

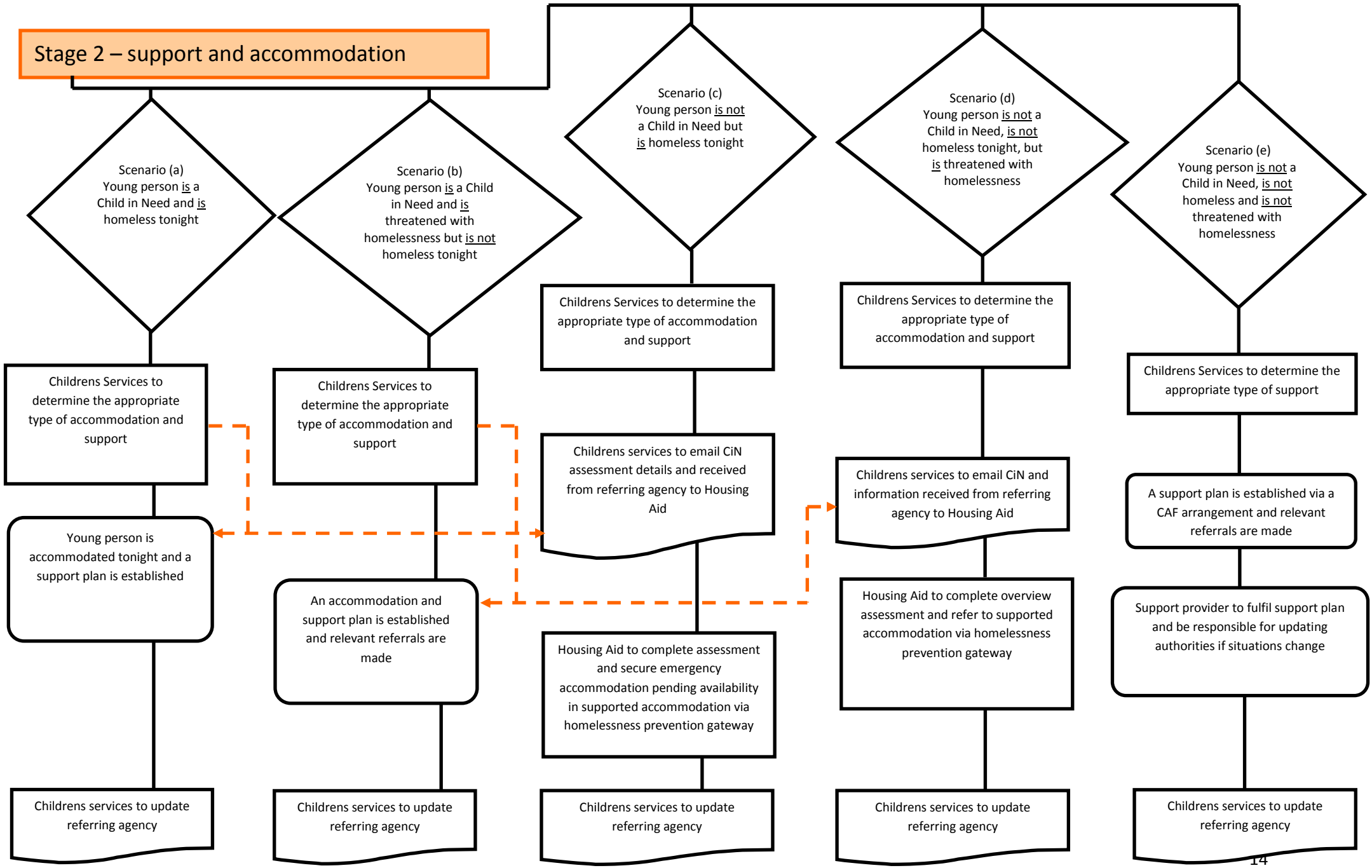
10. Key contacts

Service	Contact details			
Nottingham City Council Childrens Services Children and Families Direct	Service manager			
	Team manager	(0115)8763882	colin.brooks@nottinghamcity.gov.uk	
	Where to refer	(0115)8764800	candfdirect@nottinghamcity.gcsx.gov.uk	
Nottingham City Council Childrens Services Duty and Screening team	Service manager	John Matravers	john.matravers@nottinghamcity.gov.uk	
	Team manager	(0115)8762360	greg.brooks@nottinghamcity.gov.uk	
	Duty social worker	(0115)8765600	duty.screening@nottinghamcity.gcsx.gov.uk	
Nottingham City Council Targeted Family Support team	Service manager	Tajinder Madahar	tajinder.madahar@nottinghamcity.gov.uk	
	North Locality Access Point Southglade Children's Centre and Access Centre	(0115)8761890	North team managers	ben.thurley@nottinghamcity.gov.uk lisa.ash@nottinghamcity.gov.uk
	Central Locality Access Point Wollaton Children's Centre	(0115)8762185	Central team managers	trudy.sanders@nottinghamcity.gov.uk
	South Locality Access Point Meadows Children's Centre	(0115)8761320	South team managers	sandra.oakley-goodall@nottinghamcity.gov.uk corina.ioannou@nottinghamcity.gov.uk
Nottingham City Council Housing Aid	Service manager	Gary Harvey	gary.harvey@nottinghamcity.gov.uk	
	Team manager	(0115)8761128	claire.labdon-west@nottinghamcity.gov.uk	
	Duty manager	(0115)8761108	housing.aid@nottinghamcity.gov.uk	
Base 51	Team manager	(0115)9525040	d.marshall@base51.org.uk	
	Housing worker	(0115) 8533885	m.towers@base51.org.uk m.mcfarlane@base51.org.uk	
Notts Housing Advice	Manager	0845 2414 515	s.batey@nottshousingadvice.org.uk	
	Casework supervisor		c.burton@nottshousingadvice.org.uk	
Nottingham Nightstop	Project manager	0845 0557555	info@nottinghamnightstop.org	
Framework CIDI	Service Manager	07519 638514	Joy.cotton@frameworkha.org	
	Team Manager	07891 514268	Teresa.vallance@frameworkha.org	
Youth Offending Team (YOT)	Service Manager	0115 9159400	shelley.nicholls@nottinghamcity.gov.uk	
	Resettlement team		james.goodwin@nottinghamcity.gov.uk	
Homelessness Prevention Strategy Implementation Group (SIG)	Chair	gary.harvey@nottinghamcity.gov.uk		
	For info	rachael.shippam@nottinghamcity.gov.uk		

11. Process Diagram

Stage 1 – confirming homelessness and assessment




Stage 2 – support and accommodation
Scenario (a) Young person is a Child in Need and is homeless tonight
Scenario (b) Young person is a Child in Need and is threatened with homelessness but is not homeless tonight
Scenario (c) Young person is not a Child in Need but is homeless tonight
Scenario (d) Young person is not a Child in Need, is not homeless tonight, but is threatened with homelessness
Scenario (e) Young person is not a Child in Need, is not homeless and is not threatened with homelessness
Childrens Services to determine the appropriate type of accommodation and support
Childrens Services to determine the appropriate type of accommodation and support
Childrens Services to determine the appropriate type of accommodation and support
Childrens Services to determine the appropriate type of accommodation and support
Childrens Services to determine the appropriate type of support
Young person is accommodated tonight and a support plan is established
An accommodation and support plan is established and relevant referrals are made
Childrens services to email CiN assessment details and received from referring agency to Housing Aid
Childrens services to email CiN and information received from referring agency to Housing Aid
A support plan is established via a CAF arrangement and relevant referrals are made
Housing Aid to complete assessment and secure emergency accommodation pending availability in supported accommodation via homelessness prevention gateway
Housing Aid to complete overview assessment and refer to supported accommodation via homelessness prevention gateway
Support provider to fulfil support plan and be responsible for updating authorities if situations change
Childrens services to update referring agency
Childrens services to update referring agency
Childrens services to update referring agency
Childrens services to update referring agency
Childrens services to update referring agency

12. Appendix (a) – Referral form

Referral form to Nottingham City Council for Young People aged 16 or 17 who are at risk of homelessness

This form should be completed in accordance with the Multi-agency process guidance: Supporting Young People aged 16 or 17 years old who are at risk of homelessness

Pre referral checklist	Post referral expectations
• Is the young person already known to Childrens Services? • Have you done all that is appropriate in confirming homelessness? • Is a referral for Targeted Family Support more suitable? • Have you accompanied this referral with a telephone call?	• You will receive a letter via email confirming receipt of the referral • You will be informed of the details of any assessment booked and can accompany the young person if they so choose • You will receive a letter via email informing of the outcome of the referral • The young person will be offered an appropriate level of support

Section	Guidance on completing this form
A	To be completed in its entirety by all agencies making a referral to Nottingham City Council for a young person aged 16 or 17 and at risk of homelessness. Once completed, form to be sent via email to Nottingham City Council Children and Families Direct at candf.direct@nottinghamcity.gcsx.gov.uk with an accompanying telephone call to 0115 8764800.
B	Only to be completed (in addition to Section A.) by Youth Offending Team if it is them making the referral. Once completed, form to be sent via email to Nottingham City Council Children and Families Direct at candf.direct@nottinghamcity.gcsx.gov.uk with an accompanying telephone call to (0115) 8764800.
C	Only to be completed (in addition to Section A.) if you are a Nottingham Nightstop approved referral agency. Once completed, form to be sent via email with an accompanying telephone call to: Nottingham Nightstop info@nottinghamnightstop.org 0845 055 7555 **AND** Nottingham City Council Children and Families Direct Candf.direct@nottinghamcity.gcsx.gov.uk (0115) 8764800

Section A

Young Person details

Surname:	Forename(s):		Joint Application: **YES / NO**
Date of Birth:	Age:	Gender:	NI Number:
Ethnicity:	Interpreter Required: **YES / NO**		Language:
Does client consider themselves to have a disability? **YES / NO**	Sexuality:		Religion:
Telephone Number:	Reference No: *(Housing Aid use only)*		Homelink Ref: *(Housing Aid use only)*

Source of Referral

Referral Agency		Name of Assessor		Date of assessment	
Contact Telephone		Email Address		Relationship to young person	

Brief description of applicant's presenting problems, difficulties or concerns (please include details of when and why the young person became homeless and where they slept last night)

Medical History

Recent medical / hospital admission	**YES**		**NO**		Has there been a mental health diagnosis?	**YES**		**NO**	

Involved professional(s)

Agency	**Contact Name**	**Location**

GP:	**Dentist:**

Emergency Contact (name, number and relationship to the child)**:**

Identified Support Needs

Learning Disability		Drugs Misuse		Budgeting Skills	
Mental Health		Alcohol Misuse		Life Skills	
Ex Offender		Care Leaver		Domestic Violence	
Sex Working		Other Vulnerable Person			

Comments / Details:

Other Factors to Consider					
Physical Disability		Mobility		Sensory Impairment	
Literacy		Communication Needs		Cultural /Spiritual considerations	
Comments / Details:					

Other household members	Date of Birth	Relationship to young person	Are they homeless with the young person?
Is anyone within the household pregnant: **YES / NO**		Who?	Due Date
Does the applicant have pets?			

Current Accommodation					
Own Tenancy		Living with Friends / relatives		Living with partner	
Owner Occupier		Supplied with employment		Supported Accommodation	
Hostel		Hospital		Prison	
Rough Sleeper		No Fixed Abode		Other	
Address					
Contact Details for Landlord					
When does applicant need to leave accommodation					

Brief Address History (5 Years)			
Address	**Time there**	**Landlord**	**Reason for leaving**

Current Employment / Education					
Employed		Unemployed		Engaging in training / education	
Detail:					
Current Income (inc. claims)					

Risks Arising					
Medication Management		Social Isolation		Self Neglect	
Mental Ill Health		Self Harm		Suicide	
Vulnerability		Physical Health		Falling	
Risk to children		Violence towards others		Domestic Violence (to applicant)	
Accidental fire setting		Arson		Other	
Comments / Details:					

Significant Others (Network of family and friends not lived with)					
NAME	**M / F**	**DOB**	**Relation to Young Person**	**Address**	**Telephone number**

What are we worried about?	
Provide reasons for the referral, be specific and describe the identified cause for concern. **What is the IMPACT (or potential impact) on the young person?** On what evidence / assessment / information is your concern is based? How long have you had these concerns and what incident / event / information triggered the current referral?	
Outline your knowledge of the young person's needs and the parent's capacity to meet these, include any family and environmental factors that impact on the parent's capacity. For example parental substance misuse, domestic abuse, mental health or disability issues. **How does this impact on the young person?**	
Provide details of your involvement with the child or other family members i.e. you may be working with adult members of the family but have identified concerns relating to their children or children within the household. Detail services and the length of time you have been involved and what action have you / your agency has taken to date to address this specific concern and the difference that this has made. Provide any history of concerns and when you last saw the young person/family. Please also include any contact, which has been made with other agencies in respect of this referral, and provide details of any joint work.	
What's Working Well? – existing strengths or safety	
Is there anyone in the family that shares your concerns? What steps if any have them or the parents/carers taken in the past / are currently or willing to take to reduce or minimise the specific concerns that have led to this referral? What difference did this make? What was the impact on the child / young person or parenting capacity?	
What needs to happen?	
<u>Young Person's views</u> What are the young person's views about your concerns or this referral? What would they like the outcome to be?	
<u>Parents / Carers Views</u> What are the parent's / carer's views about your concerns and this referral? What would they like the outcome to be?	

What do you need to see to be satisfied that the concerns have been reduced or minimised? What do you think needs to happen and who should be involved? Are there people within the extended family willing to offer support? Provide details	
Please detail any special needs or circumstances of any family member, which may affect this referral or communication and understanding between the family and professional agencies.	

CONSENT AND CONFIDENTIALITY			
Has this referral been discussed with the parent / carer?		**YES / NO**	
Has the parent given consent to the referral being made?		**YES / NO**	
Has this referral been discussed with the young person?		**YES / NO**	
If the answer is NO to any of the above, please state the reasons why:			
Is any information contained in this referral is to remain confidential from the child or family? **YES / NO** If YES, please outline specific information to remain confidential:			
Have you initiated or completed a CAF/ Priority families Assessment?			
YES		**NO**	
Please submit CAF / Priority families Assessment with this form and provide the name and contact details of lead worker:		Please identify reasons why not undertaken:	
Does the young person consent to Childrens Services sharing the outcome of this referral with the referring agency?		**YES / NO**	
The information on this form will be shared in it's entirety with accommodation providers, for the purpose of assisting to resolve the young person's housing issues and accommodation needs. Does the young person agree to the sharing of this information for the intended purpose?		**YES / NO**	
Signature of Young Person		Date	
Signature of Assessor		Date	
For use by Nottingham City Council only **Briefly outline the action taken / proposed and contact details of workers:**			

Referring agency, please complete, detach and give to the young person

Appointment details:

Time	
Date	
Location	
Who with	
How to contact	

If your appointment is at Loxley House, you can find it at location 44 on the map below



Section B

Only to be completed by Youth Offending Team (YOT)

Supervision									
Supervising Officer:					Team Location:				
Office Address:					Telephone:				
Offender Status									
On Bail		Community Supervision		Prison Licence		Prisoner		Prison No.	
MAPPA		Level		Tier		Prolific Offender		General Offender	

Requirements		
Licence or Community Order requirements		
Length of Order	Date Imposed	Expiry Date

Assessment of Risk
Current Offences
Details of all relevant offending history with dates
Victim Issues
Excluded Areas

Level of Risk			
Level of risk of harm to others		Level of risk of harm to self	
Details of risk			
Risk to Children?*	YES / NO	Sex Offender?*	YES / NO
*If YES, please provide details			

Section C

Only to be completed if referring to Nottingham Nightstop

Guidelines for completing the Nottingham Nightstop referral form

- Please note this shortened version of the referral form is only to be used in conjunction with the Referral form to Nottingham City Council for Young People aged 16 or 17 who are at risk of homelessness. In all other circumstances the full **Nightstop referral form** will be required.

- Young people will be placed in the homes of approved volunteer hosts. We are therefore unable to accept referrals for young people who are currently involved in criminal activity or using drugs or alcohol, or where there is an uncontrolled medical or mental health issue. Please refer to the Referral Agency Guidelines for more information. If you are unsure about the suitability of a young person, please ring Nightstop on 0845 055 7555. As this is a volunteer-led service we may not be able to assist on every occasion and expectations should be managed with the young person involved.

- The young person must be present whilst the initial referral form is completed and they must sign the relevant section. The initial referral form will allow for accommodation with Nightstop for up to four nights. Forms can be faxed to Nottingham Nightstop on 0115 924 0538 or emailed to info@nottinghamnightstop.org. Please phone on 0845 055 7555 to confirm that your referral has been received. Referrals and re-referrals will be processed 2-5pm Monday to Friday.

- As the referral agency you are responsible for re-referring the young person if they require further emergency accommodation via Nightstop. Re-referral forms will allow for up to a further four nights' stay with Nightstop. A re-referral form will normally need to be completed on a Friday to ensure the young person has accommodation until Monday, as the Nightstop office is closed over the weekend. Where possible re-referrals will be done over the phone, the young person will need to be contactable by your agency during this time, in order to pass on the placement details.

- Nightstop will arrange transport for the young person to the host family for each night this is needed. Please note that if the young person needs to catch a bus to their placement, then as the Referral Agency you may need to provide the bus fare. As the Referral Agency it is your responsibility to provide travel fare for the young person to return from the placement the next day, and this may therefore mean providing several days' worth of bus fare at a time.

- Once a placement has been made and transport to the host's home arranged, Nightstop will contact you with the details. You will then need to ensure the young person has all the details and that they know when they need to return to your agency.

- If a young person does not turn up for their Nightstop placement, any future placements will be cancelled until they present at your referral agency. Future placements may then be organised depending on the circumstances.

- Ten nights is a guideline for the maximum number of nights a young person can stay with Nightstop. If a young person needs more nights, then please discuss this with Nightstop, and where possible we will keep accommodating them within reason.

- If a young person disengages with the support you are offering or does not engage appropriately with our service, this will mean they can no longer access Nightstop.

- Nightstop reserves the right to insist that some young people who access the scheme may need to be re-referred daily, due to reasons of vulnerability and risk, and this will be decided on a case-by-case basis. In this case the young person will need to be present each day at your agency and sign the re-referral form.

Additional information required for a referral to Nottingham Nightstop (only to be completed by a Nightstop approved referral agency)		
1	Has the young person used Nottingham Nightstop before (if YES, please include dates)	**YES / NO**
2	Does the young person understand how Nottingham Nightstop works?	**YES / NO**
3	Does the young person meet the criteria for Nottingham Nightstop: • *16-25* • *No current or serious offending* • *No current or serious substance misuse* • *No concerns around violence* • *Mental/physical health issues are manageable* • *Engaging with your agency* If your answer is UNSURE, please detail any concerns you have below	**YES / NO / UNSURE**
4	Please provide a description of the young person for our volunteer drivers (I.e. height, hair colour, distinctive features etc.)	
5	Are there any areas of Nottingham/shire that the young person does not feel safe staying in? (If YES please give details)	**YES / NO**
6	Does the young person have any special requirements, e.g. religion, culture, language, communication, allergies, diet, area etc. (If YES, please provide details)	**YES / NO**
7	Does the young person have any current or historic issues relating to drug or alcohol use? (If YES, please give details)	**YES / NO**

8	Does the young person suffer from or have any special requirements in relation to their mental health needs, including self harming behaviour? (If YES, please give details including any support in place)	**YES / NO**
9	Does the young person have any convictions, cautions, reprimands or final warnings against them? (If YES, please give details including any support in place)	**YES / NO**
10	Is an evening meal required? (If YES, please specify any dietary needs)	**YES / NO**
11	Is non-smoking accommodation acceptable? (Hosts will usually allow smoking outside the house)	**YES / NO**
12	Please detail any referrals that have been made for longer term accommodation options:	
13	Please detail any appointments the young person needs to attend over the next few days (Including their Child in Need assessment)	

Date and Time	Agency/Worker	Agency Contact Number

Drug & Alcohol Statement and Confidentiality and Consent **MUST BE READ OUT LOUD**

Drug and Alcohol

Nottingham Nightstop cannot "knowingly permit or suffer" by law, young people using the scheme under the influence of alcohol, drugs or solvents. If you turn up for a placement under the influence of drugs or solvents you will not be allowed to stay or use the scheme in future. You are not allowed to supply, prepare, produce or use illegal / non-prescribed drugs or alcohol on any of our host's premises, including their gardens. If you do any of the above you will be immediately banned from using Nottingham Nightstop as well as other Nightstop's. The police may be informed.

Confidentiality

We will treat the information in this form as confidential within Nightstop, this includes the volunteers you will be staying with, and we will store all documents containing information about you in a safe place. In order to fully assess your circumstances and provide you with the best possible support and suitable accommodation, we may need to contact any other agencies that you are or have been working with. If at any time we believe that you or any other person has been harmed or abused or is at risk of being harmed or abused, then the law states that we must share this confidential information about you with the relevant agencies. Due to our affiliation with DePaul Nightstop UK, we are also required to record data on their database.

Consent Form

NOTTINGHAMSHIRE POLICE
PROUD TO SERVE

Statement

I confirm that I am over 16 years of age and I understand that Nottingham Nightstop will be requesting information from Nottinghamshire Police about me, in relation to any previous or current offending behaviour. I understand that this information will only be used by Nottingham Nightstop in order to determine my suitability to use their service. This information will not be shared with anybody else, including the referral agency and will be kept securely on my file at Nottingham Nightstop. I understand that I can limit how much information is shared or withdraw my agreement at any time.

Declaration

I *consent / *do not consent to Nottinghamshire Police sharing relevant information about my offending behaviour on a need to know basis with Nottingham Nightstop for the purpose of their support.

Name: DOB:
Signature: Date:

Please ask the young person to sign the following statement

The above drug and alcohol, confidentiality and Police consent statements have been read to me and I accept them. I declare that, to the best of my knowledge, the information on this form is true and I confirm my agreement to this information being shared with Nightstop volunteers and other agencies as required.

Name: **Signature:**
Date:

Please ensure the referrer has signed the following statement

I have explained the nature of Nightstop to the young person I am referring and have explained to them what will be expected of them during their stay with the host. I agree that, to the best of my knowledge, the information on this referral is correct.

Name: **Signature:**
Date:

14. Appendix (b) – Monthly meeting dates 2015

22 January	10am	Loxley House, room LB31
19 February	11am	Loxley House, room LB31
19 March	10am	Loxley House, room LB31
23 April	10am	Loxley House, room LB31
21 May	10am	Loxley House, room LB31
25 June	10am	Loxley House, room LB31
23 July	10am	Loxley House, room LB31
20 August	10am	Loxley House, room LB31
24 September	10am	Loxley House, room LB31
22 October	10am	Loxley House, room LB31
19 November	10am	Loxley House, room LB31
17 December	10am	Loxley House, room LB31